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DRAFT

MEMORANDUM FOR: Executive Director-Comptroller  
Deputy Director for Plans  
Deputy Director for Intelligence  
Deputy Director for Science and Technology

SUBJECT : Review of ~~Components~~ Deposits in the Records Center

*The records storage problem of the*

1. The following problem related to old records from your Agency has become critical. We have 102,000 components will require an expression of your concern for its cubic feet of records stored. The capacity of the center is only 10,000 cubic feet. The net growth last year was 10,000 cubic feet. We have arranged for storage of 25,000 cubic feet at the Federal Records Center at Suitland Maryland until December 31, 1970. At 2. Despite the fact that 60,000 cubic feet of old papers were removed from the Center during the last 5 years, we have accumulated from every component in the Agency a total of 66,000 cubic feet of inactive records. This, plus your Archives, Vital Records, and Documents for Supplemental Distribution brings the total volume up to 102,000 cubic feet. Our net volume increase last year was 10,000 feet. Our inventory of your office files with the objective of reducing deposits as much as we possibly can.

quarters area. Your Components deposited these records in the Center at the average rate of 73 cubic feet every working day of the past fiscal year.

3. The limited space remaining available in the Agency Archives and Records Center at [REDACTED] requires that a much closer scrutiny be made of the deposits on hand from each of your components. Unless your old deposits are reduced we soon will be unable to accept any more of your daily deposits.

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4. Attached is a machine listing showing every deposit credited to each component of your Directorate. Your personal attention to a serious and positive review of these holdings is essential. Our objective must be to immediately eliminate as many unnecessary, obsolete, and useless papers as possible without compromising the operational, legal, and historical requirements of the Agency. Secondly, we must tighten the disposition instructions authorized in the Records Control Schedule of each component.

5. Finally, the attached listing has three disposition indicators. Number 1 indicates records that are "Permanent" and must be stored forever. Number 2 are the "Temporary" records with a date of disposal established. Number 3 are records without a specific disposal date. Some Number 3's call for a review by someone at some date in the future. I am sure you appreciate the need for a positive review of items listed as Numbers 1 and 2 to insure their absolute accuracy and to eliminate in the Number 3's any semblance of procrastination and indecision. Your assistance on this problem will be appreciated.

6. Despite the pressing need, we must be careful not to indiscriminately destroy needed records. Consequently, the Office heads should be cautioned to take action in accordance with approved Records Control Schedules and should deal with the component Records Management Officer to arrange for Schedule revisions and to resolve disposal questions.

Robert L. Bannerman  
Deputy Director  
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